



Oral Health

Our program believes that “baby teeth” are important for eating, for guiding the permanent teeth into place as children grow and for self-esteem. Children whose teeth are not healthy cannot chew vitamin-rich foods, lose baby teeth that are saving space for permanent teeth and know their teeth are unattractive. These children may suffer from pain in their mouths that makes it hard for them to play and learn.

General Guidelines for Promoting Oral Health

We protect children’s teeth by doing these things:

- All staff receive education about children’s oral health, including information on identifying children who need dental care.
- Each year, children are educated about the care of their teeth in an age-appropriate manner. This may include a visit from a community helper such as a nurse, dentist or other dental health professional.
- We plan menus around foods that are low in sugar. We include plenty of protein and calcium-rich foods like milk, cheese, and eggs, and foods with vitamins C and D.
- Sweet fluids, like juice or soda, are never placed in infant bottles without written instruction from the infant’s health care provider.
- Pacifiers are kept clean and never dipped in honey, or other sweet liquid.
- Teething infants are given cooled teething rings to comfort painful gums. Teething rings are sanitized after each use.
- We discuss the introduction of a cup (for example sippy cup) at 6 months of age and weaning from the bottle at 12 months of age with the child’s parents.
- Bottles and sippy cups are used for meals and snacks while the child is being held or is seated.

Mouth Care

As soon as the first tooth comes in, we begin talking to parents about care of their child’s teeth.

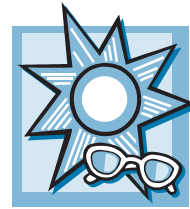
- In our program children ages _____ (children’s ages) actively participate in toothbrushing during the caregiving day.

- To prevent infections from spreading through germs found in saliva and blood, toothbrushes are labeled with individual children's names. Children do not share toothbrushes.
- An adult actively supervises toothbrushing.
- Children over the age of two use a pea-sized dab of fluoridated toothpaste (if toothpaste is used during brushing).
- Disposable cups are used for rinsing, then discarded.
- Toothbrushes are rinsed with plain water and stored in an upright position to air dry (not touching each other) in a cabinet or mesh-covered holder. Toothbrushes are not stored in the vicinity of flushing toilets.
- Toothbrushes are replaced when bristles are no longer in good condition (every few months).



Anticipatory Guidance for Early Childhood Care Providers

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_antici_guidance_early_childhood_providers.pdf



Weather Safety

We encourage outdoor play every day when weather and air quality conditions permit. When outdoor temperatures seem uncomfortable, are above 90°F or lower than 30°F, including wind chill, scheduled outdoor play activities and times may be altered. Children with asthma and other respiratory health conditions play inside on days when local health authorities determine that air quality is unhealthy, such as during an ozone alert. Children should be dressed in clothing appropriate for weather conditions.

Sun Safety

We are concerned about sun safety all year around, but particularly late spring through the early fall season, when the sun's rays are the strongest.

Sunburn, skin cancers, and cataracts later in life can be the result of childhood sun exposure. Even on days when the temperature seems only pleasantly warm, cloudy days or hazy days, skin and eyes should be protected from the sun.

Each spring we include information about sun protection in _____ (where, parent newsletter, special communication, poster). Each year we provide staff training about sun safety, including how to recognize the signs of heat stress and how to give first aid for heat-related illness.

Amount of Time Children and Adults Spend in the Sun

Because the sun is most intense between 10 a.m. and 3 p.m., we limit the amount of time children are outdoors during these hours.

- We provide plenty of shade for children to play under.
- We are aware that water, snow, sand and cement reflect the sun's rays and cause sunburn.

Appropriate Clothing for Children and Adults

We suggest sun protective clothing for children and adults.

- Light-colored, loose-fitting, lightweight, cotton clothing, which covers arms and legs, best protects delicate skin from the sun's burning rays.
- Wide-brimmed hats will help protect faces, necks, and ears.
- Closed shoes, worn with socks, will protect the ankles and tops of feet.

Sunscreen/Sunblock Creams and Lotions

We ask parents to provide a bottle of SPF 15 (or higher numbered) sunscreen lotion or cream and SPF 15 (or higher numbered) lip balm, labeled with their child's name.

- Parents must first determine their child is not allergic to the sun protection products provided for the child's caregiving day.
- Our program's medication permission form must be completed for the sunscreen/sunblock products.
- Parents are asked to apply sunscreen to exposed areas of their child before bringing the child to our program each day.
- We apply sunscreen and lip balm 20 minutes before children are to go outdoors for periods 10 minutes or longer.
- We reapply sunscreens after water play.
- For swimming activities, we recommend waterproof sunscreen.
- We store sunscreen out of reach of children.

Sunglasses

Children and adults with light-colored eyes are vulnerable to damage from the sun's rays, including the development of cataracts over time.

- Sun glasses can protect both children's and adult's eyes. Toy sun glasses, however, can be harmful to children's eyes.
- Children's glasses should be shatterproof. All sun glasses must block UV-A and UV-B rays. Sun glasses labeled, "Meets ANSI Z80.3 General Purpose UV requirements," or "Meets ANSI Z80.3 Special Purpose requirements" are best.
- Sunglasses are labeled with the owner's name.



Child Care Weather Watch

<http://www.idph.state.ia.us/hcci/common/pdf/weatherwatch.pdf>



Physical Activity

Our program believes that physical activity is important for children of all ages. Physical activity is fun, promotes development of children's large muscles, and provides opportunities to feel successful. When organized games or sports are a part of physical activities, children learn to cooperate with one another and develop good sportsmanship.

Our plan for physical activity is reviewed quarterly by _____ (designated staff) and includes providing indoor and outdoor play in safe, supervised, environments and involving all age groups.

- **Infants**

Infants are always placed on their backs for sleep. While awake, and on a clean, safe surface, infants are placed on their tummies at least twice a day for 15 minutes to strengthen the neck, back and shoulders. During this time, a caregiver will interact with the infant (gentle stroking, talking, singing, calling attention to colorful toys on the left, the right and straight ahead). As the infant gets older, placing toys just out of reach will encourage reaching and crawling.

- **Toddlers**

Children in our toddler classes accumulate at least 30 minutes of physical activity each day through games and movement activities such as marching with musical instruments, music songs accompanied by physical action (the Hokey Pokey for, example), or acting out stories with lots of vigorous movement. A minimum of _____ (how long; at least 60 minutes) is provided for unstructured, vigorous play.

- **Preschoolers**

Children in our preschool classes accumulate at least 60 minutes of physical activity each day through structured games, music with movement, etc., and a minimum of _____ (how long; at least 60 minutes) is provided for unstructured, vigorous play. Children are not sedentary for more than 60 minutes at a time except, when sleeping.

- **School-age Children**

Children in our school-age classes are provided with an opportunity for at least 60 minutes of vigorous activity, whether unstructured play or organized games and sports.

Playgrounds



Outdoor play is an important part of children's activities. Outdoor play encourages children's large muscle development and balance, and is a great way to experience many science concepts. We protect children's safety on the playground in these ways:

Children are protected from intruders, busy traffic and noise by a fence in good condition.

Children are actively supervised and visible to adults while playing outdoors. A roster, which includes each child's name, is checked as children move outdoors, return to the classroom, and periodically during outdoor time to be sure all children are present.

Equipment has been carefully chosen for the ages of the children using the equipment. Inappropriate equipment (too tall or not appropriate for the skills of children) is made inaccessible to children who should not use it.

Ground cover under playground equipment is at least the depth specified in regulation. Our ground cover is _____ (what kind and how deep) and is measured _____ (how often and by whom) and replaced as needed. Our ground cover is raked each week by _____ (designated staff) to remove debris and prevent impaction.

A safety check of all equipment is conducted monthly by _____ (designated staff) using _____ (name of checklist), and repairs are requested immediately. Equipment in need of repairs is not used. New and completed checklists are filed _____ (where).



Safety Information Flipchart, Playground Safety Checklist (pages I/P-16)
<http://www.azdhs.gov/phs/owch/pdf/safety.pdf>



Transportation Guidelines

Whether our program provides transportation directly or by contract with a common carrier, we act to ensure the safety of children being transported.

Vehicles

All vehicles that transport children are licensed, registered and insured in the name of our program according to the laws of Arizona.

- Current registration and proof of insurance documents are kept in the vehicle. A copy of these documents is also on file at our program and is kept _____ (where).
- Vehicles used to transport children are maintained in safe operating condition.
- A record of routine vehicle service and all repairs is maintained for each vehicle and a copy is kept on file at our program _____ (where).
- A weekly check list of services, repairs needed or completed, and general cleanliness is used with each vehicle.
- A record of routine vehicle service and all repairs is maintained for each vehicle and a copy is kept on file at our program _____ (where).
- Each vehicle carries a large towel or blanket, flashlight, and a container of fresh water or bottled water for emergencies.
- Vehicles are appropriately equipped with seat belts and, as appropriate, approved and securely attached safety seats for each occupant.
- Every vehicle carries a First Aid Kit containing the required supplies.
_____ (designated staff) is responsible for ensuring our first aid kit(s) are fully stocked.
- Our vehicles carry a list of phone numbers for emergencies, including the program site and emergency services for the occupants and the vehicle.
- A copy of the Emergency Information and Immunization Record Card, with verifiable immunization records attached, is carried in the vehicle for each child and adult.
- We carry an accurate log of the occupants in transit.
- All of our vehicles must have air conditioning and heating. Temperatures are adjusted when the interior vehicle temperature drops below 50°F or rises above 80°F.

Drivers

All drivers for our program (both regular and volunteer drivers) are investigated.

- No person with a record of child abuse, a criminal record of crimes of violence or sexual molestation will be allowed to transport children.
- No staff person with driving restrictions on their fingerprint clearance card will be allowed to transport children.
- All drivers must be age 18 or older and have a valid Arizona driver's license appropriate for the vehicle being driven.
- Each driver must meet teacher-caregiver qualifications.
- Each driver's name and drivers license number is kept on file at the program site.
- Each driver and alternate driver has completed training on first aid and CPR.
- Occasional, volunteer drivers are informed on basic safety policies of the program before transporting children.
- Each driver must ensure the use of securely fastened seat belts for each occupant of the vehicle.
- Drivers under the influence of drugs, alcohol, or medications that impair driving ability or having a mental or physical status that could impair driving ability or judgment never transport children.

Transportation Guidelines

- All drivers who are responsible for routine transportation services are familiar with the preplanned route, the pick-up or drop-off times and the stops along the route before transporting children. The route plan is kept on file at the site. The route plan includes directions to the nearest hospital, fire station and law enforcement facility.
- When volunteers drive for field trips or occasional transportation needs, the route is made clear to drivers by _____ (designated staff member).
- No smoking of any kind is allowed in vehicles while transporting children
- The use of ear phones for radios, cassette players, etc., is not allowed while transporting children.
- Children are never left unattended in a vehicle.
- Children are not allowed to open or close the doors of vehicles.

- Safe loading and unloading areas have been identified.
- Our vehicles are clearly marked so children can find them easily.
- Vehicle doors always remain locked when the vehicle is in motion.
- The emergency brake is always set and keys are removed before exiting the vehicle.
- A visual check from front to back at the end of each trip assures no child is left in the vehicle.
- Children are reminded to talk in soft voices, stay seated at all times, wear their seat restraints and keep arms, legs and heads inside the vehicle.
- Children who have special health care needs and are being transported by our program will have an individual transportation plan that includes the use of appropriate restraints, medications which may need to accompany the child and management of emergencies.

Field Trips

Our program may provide occasional field trips for children.

Our field trip procedures are included in our program's Statement of Child Care Services. Parents receive a copy of this document when children are enrolled.

A separate field trip permission form is completed for one-time special events. This form will contain information specific to the day's event including the name, address, and phone number of the destination, the time of departure and return. Only children with written permission from a parent can attend a field trip. Verbal permission will not substitute for written permission.

Before transporting children to the field trip site, a route is selected and safe loading and unloading areas are identified. Emergency facilities that may be accessed on the route are identified. Route information is shared with each person who will be transporting children to the field trip site. _____ (designated staff) is responsible for assuring these steps are completed.

An individual certified in CPR and First Aid is always with children—even while they are being transported to the field trip site.

If a vehicle is transporting children on behalf of our program but is not owned by our program (for example, an employee or parent driving children for a field trip), _____ (designated staff) will obtain copies of the vehicle's registration and the driver's license and driver's proof of insurance and put the documents _____ (where), and will supply the driver with a complete first aid kit, two towels or blankets, and a copy of the Emergency Information and Immunization Record Card (EIIRC), with immunization records attached, for each child riding in that vehicle.

An accurate roster of the children on the trip is maintained. Attendance is taken:

- At the beginning of the trip (while boarding of the vehicle)
- Upon arrival at the field trip destination
- Each hour while at the field trip destination
- When preparing to leave (or boarding the vehicle)
- When re-entering the facility at the end of the field trip

Drinking water is always available for children on the field trip.



Field Trip Permission Slip (English)

<http://www.azdhs.gov/als/forms/ccgh14.pdf>

Field Trip Permission Slip (Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_fieldtrip_SPA.pdf

Children With Special Health Care Needs



Our program welcomes children with special health care needs. These needs may be as straightforward as a food allergy or perhaps more complex, such as a child with asthma or a child who needs assistance to move from place-to-place.

We believe that all children benefit from this inclusive environment by giving them the opportunity to learn skills that will help them get along in a world that includes people with differing abilities.

Our teachers receive additional training in caring for children who have special needs and who are enrolled in our facility. When included in the child's individual plan, collaboration with specialized therapists such as speech-language pathologists, occupational therapists, and physical therapists may take place in our facility. This provides teachers with opportunities to increase their knowledge about specific developmental areas and the child's needs.

Developing a Care Plan

Development of a child-specific health care plan is an important step in preparing to serve a child with special health care needs. This plan is different from the Individual Education Plan. In our facility, the person responsible for overseeing the development of the care plan is _____ (designated staff). Development of a care plan can take several weeks, which is a reasonable time frame for gathering needed information, enrollment, planning procedures and conducting staff training.

Gathering Information

At the time of enrollment we ask parents to provide a copy of any existing plan for the child that may be reviewed, adopted and followed by our program. If no plan exists, we will ask for written instructions for providing care for a child until a written plan is developed. This plan will be developed within 30 days.

Persons who may have information our program needs to plan for a child include health care providers, therapists, social workers, public health nurses, nutritionists, behavioral health specialists and others involved in caring for the child. An Authorization for Release of Health Information may need to be completed by the parent.

Agreements

In addition to our program's regular agreement for providing care for all children, additional contracts may be necessary including a Release and Waiver of Liability, related to certain procedures or other agreements. It is also important to be clear about who is responsible for providing special equipment or supplies, and how our staff will communicate with parents.

When all the information that is needed has been received and agreements are in place, a detailed plan is created. This plan will be signed by the parent and _____ (designated staff). All care plans are reviewed and revised as needed at least every six months.

If all necessary supplies are onsite, physical adaptations needed to ensure the child's safety have been made, and staff are prepared to care for a child, including understanding how to handle emergencies that may occur, the child may begin attending our program.

If there are difficulties associated with providing care for a child with special health care needs, we will work with the parent to modify the plan of care or determine what other steps need to be considered.



Authorization for Release of Health Information (English and Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_Auth_Release_Health_Information_BOTH.pdf

ECELS Project Fact Sheets; A Collection on Certain Medical Conditions and Special Needs

<http://www.ecels-healthychildcarepa.org/content/FS-Fact%20Sheets-all%202-8-05.pdf>

Sample Asthma Care Plan (English)

<http://nrc.uchsc.edu/CFOC/PDFVersion/Appendix%20M.pdf>

Sample Asthma Care Plan (Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_asthma_plan_SPA.pdf

Sample Food Allergy Action Plan (English)

<http://www.foodallergy.org/actionplan.pdf>

Sample Food Allergy Action Plan (Spanish)

<http://www.foodallergy.org/spanishaction.pdf>

Sample Diabetes Care Plan (English and Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_diabetes_plan_BOTH.pdf

Staff Health



Our program believes that quality care for children depends on staff who are healthy and ready to interact with energetic children. We recognize that caring for young children on a daily basis carries health risks and we act to reduce those risks.

Infectious Disease Risks

Staff are exposed to infectious diseases while caring for children's needs. These infections are spread through respiratory secretions; contact with stool; skin contact with infected hair, skin, and infected objects; and contact with infected blood or other body fluids.

- Staff immunizations for vaccine-preventable diseases are reviewed upon hire and monitored annually by _____ (designated staff). All child care staff:
 - have completed a primary series for tetanus and diphtheria, and should receive boosters every 10 years. Staff who work with infants should receive vaccine providing protection against pertussis (Tdap) if it has been five years since the last dose of Td.
 - have been immunized or certified immune by a health care provider against measles, mumps, rubella, poliomyelitis, varicella-zoster (chickenpox), and hepatitis .
 - receive influenza immunization as recommended for people 50 years of age and older and pneumococcal polysaccharide vaccine as recommended for staff 65 years of age or older.
- Staff are regularly monitored for appropriate hand washing and are retrained as needed.
 - Hand washing sinks are supplied with running water, soap and paper towels. _____ (designated staff) is responsible for restocking hand washing sink supplies
- Cleaning and sanitation routines are regularly monitored by _____ (designated staff).
- Vinyl and/or latex gloves are provided for tasks requiring contact with potentially infected body fluids.
- Some infections carry an increased risk for the fetus of a pregnant caregiver (rubella, cytomegalovirus, chickenpox, Parvovirus B19).

- Pregnant staff should receive health counseling about the possible risks of cytomegalovirus (CMV) infection to their unborn baby. Testing for serum antibodies to CMV is available for female child care workers of childbearing age. Women who have antibodies to CMV have a low risk of having a baby affected by congenital CMV infection.

Musculoskeletal Injuries

Child care staff are at increased risk for muscular and skeletal injuries to the back, neck, arms and legs from frequent heavy lifting and carrying (e. g., children), sitting on the floor or in child-size chairs with insufficient or no back support, kneeling, squatting, and reaching to a variety of heights.

- Our program provides education in proper body mechanics to understand the importance of posture in preventing strain on the lower back, and education in proper lifting and carrying techniques. This education is provided by _____ (designated staff) and conducted _____ (how often).
- We provide furniture and fixtures at appropriate adult height.
- We encourage regular exercise, stretching and good posture for increased strength and flexibility and maintenance of proper body weight to prevent straining back muscles
- Use of appropriate shoes (closed-toe, low heel, comfortable and shock-absorbing) will be monitored by _____ (designated staff).

Falls

Falls from slips and tripping, and falls from an elevation such as a ladder, chair, or down stairs are seen in child programs. When falls occur, the back is the area most often injured, followed by joint injuries, e.g., wrist, elbow, shoulder, ankle, knee and hip. These guidelines will help to prevent falls:

- Toys, equipment and other clutter are kept out of walking areas.
- Spills and wet areas are cleaned up immediately.
- Staff will not carry large objects in such a way that the view of the path ahead is obstructed.
- Staff will not stand on chairs or other furniture for any reason. Stepladders are located _____ (where).

Environmental Hazards

Constant exposure to cleaning and sanitizing products may cause ear, nose, and throat irritation and/or headaches. With repeated exposure, loss of coordination, nausea, and damage to the liver, kidneys and central nervous system may result. To prevent illness related to this kind of exposure our program:

- Selects products with a low toxicity level.
- Uses all cleaning products only for their intended purpose and according to the manufacturer's recommendations.
- Stores cleaning products in their original containers so that safety information is not lost, and where they out of reach of children.
- Assures all cleaning products, are labeled and have a Material Data Safety Sheet (MSDS) on file. MSDSs are kept _____ (where). Staff review labels and MSDSs prior to using any cleaning product to ensure the product is used as directed.

Stress in the Child Care Environment

Our program recognizes the demands of caring for young children may result in stress. High activity levels, noise, physical demands, long hours, relationships with co-workers and parents, and unclear expectations can contribute to stress. Caregiving staff who experience stress may find that providing a nurturing environment for the children in their care is difficult. To reduce stress our program:

- Has written job descriptions and personnel policies to insure staff are clear about their responsibilities.
- Holds regular staff meetings so that members can share feelings and concerns and feel supported by supervisors and colleagues.
- Involves staff in program decisions so that they feel control over their work environment.
- Regularly schedules part-time staff or trained volunteers to assist during the busiest times of the day so staff can take breaks or provide individual attention to children.
- Ensures someone is always available so staff members who feel overwhelmed by the demands of the job can take a break from the children.
- Provides two, regularly scheduled breaks for staff each day. A walk outdoors is suggested.

Health Care

Staff who do not have a resource for health care are provided with a list of community resources for free and low-cost health care. Current applications for public-funded health care programs are also kept on file _____ (where). These resources are regularly reviewed to ensure they are current by _____ (designated staff).



Organization of Teratology Information Services Fact Sheets (frequently asked questions about exposures during pregnancy)

http://otispregnancy.org/otis_fact_sheets.asp

Recommended Adult Immunization Schedule

<http://www.cdc.gov/nip/recs/adult-schedule.pdf>

Review and Signature Page



These health and safety policies were reviewed on _____ (date) by
_____ and _____ (center director and owner).

These health and safety policies were reviewed on _____ (date) by
_____ and _____ (center director and owner).

These health and safety policies were reviewed on _____ (date) by
_____ and _____ (center director and owner).

These health and safety policies were reviewed on _____ (date) by
_____ and _____ (center director and owner).

These health and safety policies were reviewed on _____ (date) by
_____ and _____ (center director and owner).

Early Childhood Resources

Arizona Department of Economic Security

<http://www.de.state.az.us/ASP/default.asp>

1 (800) 352-8168

WIC (Women, Infants & Children) Program

Food stamps, supplemental food programs, nutrition information

1 (800) 252-5942

Child Care Administration

Child care home providers, child care subsidy programs

(602) 279-3140

Department of Developmental Disabilities

Children's developmental health services and information

(602) 542-0419

Arizona Department of Education (ADE)

<http://www.ade.state.az.us>

Information Switchboard: 1 (800) 352-4558

Child and Adult Care Food Programs (CACFP)

Menus, nutrition information, food cost reimbursement programs for child care

(602) 542-8700

At-Risk Preschool Information: (602) 364-1530

Arizona Department of Health Services

<http://www.azdhs.gov>

Office of Child Care Licensing (OCCL)

<http://www.azdhs.gov/als/childcare>

Monitors and licenses child care homes and facilities, information and access to state approved forms

Phoenix: (602) 364-2536

Tucson: (520) 628-6540

Office of Disease Prevention and Immunizations

Immunizations: (602) 364-3630

Arizona Health Care Cost Containment System

Medicaid/low-income health insurance

Phoenix: (602) 417-4000

KIDSCARE

Income-eligible children's health insurance

Toll Free: 1 (877) 764-5437

Phoenix: (602) 417-5437

Arizona Early Intervention Program (AZEIP)

Early intervention programs for children birth to 3 years, screening and referral information

Toll Free: 1 (888) 439-5609 Maricopa: (602) 200-9820

Office for Children With Special Health Care Needs

Information about health and social services for children and their families

(602) 542-1860

Arizona State School Readiness Board

www.governor.state.az.us/cyf/school_readiness/index_school_readiness.html

Access to early childhood education information, forms and downloadable version of the Arizona Health and Safety Policy Manual for Child Care Centers

(602) 542-3620

Child Care Resource and Referral (CCR&R)

<http://arizonachildcare.org>

Statewide information on training resources and referrals to lawfully operating child care providers

Toll Free: 1 (800) 308-9000 Phoenix: (602) 244-2678 Tucson: (520) 325-5778

Association for Supportive Child Care (ASCC)

Provides oversight for a variety of child care related programs and training opportunities

(480) 829-0500

S*CCEEDS

Early childhood/child care staff training recognition system that enrolls child care providers and keeps records on completion of training focusing on early childhood issues

Toll Free: 1 (800) 905-4389

Child Protective Services (CPS)

24 hour referral for abuse or neglect

Child Abuse Hotline: 1 (888) 767-2445

County Health Departments

Disease reporting, disease and health information, environmental health, kitchen inspections, immunizations and public health nursing/nurse consultants

Apache County - St. Johns: (928) 337-7525

Coconino County - Flagstaff: (928) 522-7800

Graham County - Safford: (928) 428-1962

LaPaz County - Parker: (928) 669-1100

Mohave County - Kingman: (928) 753-0743

Pima County - Tucson: (520) 740-8315

Santa Cruz County - Nogales: (520) 375-7900

Yuma County - Yuma: (928) 317-4550

Indian Health Services - Window Rock: (928) 871-5811

Cochise County - Toll Free: (800) 423-7271

Gila County - Globe: (928) 425-3189

Greenlee County - Clifton: (928) 865-2601

Maricopa County - Phoenix: (602) 506-6900

Navajo County - Holbrook: (928) 524-4750

Pinal County - Coolidge: (520) 866-6753

Yavapai County - Prescott: (928) 771-3122

Other Health and Safety Resources

Caring for Our Children: National Health and Safety Performance Standards, Guidelines for Out-of-Home Child Care Programs, 2nd Edition

American Academy of Pediatrics, American Public Health Association, U.S. Department of Health and Human Service Office of Maternal and Child Health

<http://nrc.uchsc.edu/CFOC/>

Communicable Disease Flip Chart

Kathleen Ford, B.S.N., R.N., B.C. and Karen Liberante, B.S.N., R.N., B.C.

<http://www.azdhs.gov/phs/owch/pdf/commmdiseases.pdf>

Safety Information Flip Chart

Kathleen Ford, B.S.N., R.N., B.C. and Karen Liberante, B.S.N., R.N., B.C.

<http://www.azdhs.gov/phs/owch/pdf/safety.pdf>

Toolkit

Alphabetical Listing of Forms

Anticipatory Guidance for Early Childhood Care Providers

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_antici_guidance_early_childhood_providers.pdf

Authorization for Release of Health Information (English and Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_Auth_Release_Health_Information_BOTH.pdf

CACFP Meal Patterns

http://www.fns.usda.gov/cnd/Care/ProgramBasics/Meals/Meal_Patterns.htm#Infant_Breakfast

A Child Care Provider's Guide to Safe Sleep

<http://www.healthychildcare.org/pdf/SIDSchildcaresafesleep.pdf>

Child Care Weather Watch

<http://www.idph.state.ia.us/hcci/common/pdf/weatherwatch.pdf>

Cleaning, Disinfecting and Sanitizing Guidelines

<http://www.azdhs.gov/als/forms/ccgh1.pdf>

Communicable Disease Flipchart

<http://www.azdhs.gov/phs/owch/pdf/commdiseases.pdf>

Communicable Disease Report Form

http://www.azdhs.gov/phs/oids/downloads/cdr_form.pdf

Communicable Disease Reporting Requirements Statute

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_disease_report_statute.pdf

Communicable Disease Reporting Requirements for Schools, Child Care Establishments and Shelters

http://www.azdhs.gov/phs/oids/pdf/admin_req.pdf

Dear Parent and/or Health Care Provider Letter (English & Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_dear_parent_health_provider_letter_BOTH.pdf

Diaper Changing Log

http://www.azdhs.gov/als/childcare/ccg_gh_forms/diaper.pdf

Diaper Changing Procedure Chart

http://www.azdhs.gov/als/childcare/ccg_gh_forms/diaper_chart.pdf

Documentation Sheet for Possible Abuse/Neglect

<http://www.azdhs.gov/als/forms/ccgh4.pdf>

ECELS Project Fact Sheets; A Collection on Certain Medical Conditions and Special Needs

<http://www.ecels-healthychildcarepa.org/content/FS-Fact%20Sheets-all%202-8-05.pdf>

Emergency Information and Immunization Record Card (English)

<http://www.azdhs.gov/als/forms/ccgh11.pdf>

Emergency Information and Immunization Record Card (Spanish)

<http://www.azdhs.gov/als/forms/ccgh12.pdf>

Field Trip Permission Slip (English)

<http://www.azdhs.gov/als/forms/ccgh14.pdf>

Field Trip Permission Slip (Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_fieldtrip_SPA.pdf

Fire Drill and Smoke Detector Battery Check Log

<http://www.azdhs.gov/als/forms/ccgh5.pdf>

Guide to the Requirements of the Arizona School Immunization Law for Parents of Children Entering School or Child Care (English)

http://www.azdhs.gov/phs/immun/pdf/immun_req_eng_parents.pdf

Guide to the Requirements of the Arizona School Immunization Law for Parents of Children Entering School or Child Care (Spanish)

http://www.azdhs.gov/phs/immun/pdf/immun_req_spa_parents.pdf

“Health Consultants and Trainers,” Journal of the National Association for the Education of Young Children

<http://www.journal.naeyc.org/btj/200403/consultants.asp>

Is Your Child Well Enough to Be In Care Today? Poster

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_stoplightposter_BOTH.pdf

Keeping Safe When Touching Blood or Other Body Fluids, A Self-Learning Module For Early Education and Child Care Providers (includes a fill-in-the blank Exposure Control Plan)

<http://www.ecels-healthychildcarepa.org/content/Keeping%20Safe%20When%20Touching%20Blood%20or%20Other%20Body%20Fluids%2012-04.pdf>

Log of Illness and Infestation

http://www.azdhs.gov/als/childcare/ccc_forms/illness.pdf

Medical Home Planning Guide

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_Medical_Home_Planning_Guide.pdf

Medication Consent Form

<http://www.azdhs.gov/als/forms/ccgh7.pdf>

Organization of Teratology Information Services Fact Sheets

http://otispregnancy.org/otis_fact_sheets.asp

OSHA Bloodborne Pathogens Standard

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_OSHA_bloodborne_pathogen.pdf

Recommended Accident, Evacuation and Emergency Plan

http://www.azdhs.gov/als/childcare/ccc_forms/emergency.pdf

Recommended Adult Immunization Schedule

<http://www.cdc.gov/nip/recs/adult-schedule-bw.pdf>

Recommended Child and Adolescent Immunization Schedule (English and Spanish)

<http://www.cdc.gov/nip/recs/child-schedule-bw-print.pdf>

Referral Notice of Inadequate Immunization (English)

<http://www.azdhs.gov/als/forms/ccgh9.pdf>

Referral Notice of Inadequate Immunization (Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_referral_notice_inadequate_immunize_SPA.pdf

Request for Exemption to Immunization (English)

<http://www.azdhs.gov/als/forms/ccgh10.pdf>

Request for Exemption to Immunization (Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_request_exempt_immunization_SPA.pdf

Safety Information Flipchart

<http://www.azdhs.gov/phs/owch/pdf/safety.pdf>

Sample Asthma Care Plan (English)

<http://nrc.uchsc.edu/CFOC/PDFVersion/Appendix%20M.pdf>

Sample Asthma Care Plan (Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_asthma_plan_SPA.pdf

Sample Diabetes Care Plan (English and Spanish)

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_diabetes_plan_BOTH.pdf

Sample Food Allergy Action Plan (English)

<http://www.foodallergy.org/actionplan.pdf>

Sample Food Allergy Action Plan (Spanish)

<http://www.foodallergy.org/spanishaction.pdf>

Selecting an Appropriate Sanitizer

http://nrc.uchsc.edu/CFOC/HTMLVersion/Appendix_I.html

Staff Immunization Record Card

http://www.azdhs.gov/als/childcare/ccc_gh_forms/staff_immune.pdf

Wash Your Hands! Poster

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_washyourhands.pdf